

Request for Proposal (RFP)

For: Consultancy Services on a Needs Analysis to inform Development of English Teacher Training Model options for Continuous Professional Development (CPD) of in-service English language teachers in primary and secondary schools in Indonesia

Date: 1 February 2024

1 Overview of the British Council

We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide.

We uniquely combine the UK's deep expertise in arts and culture, education and the English language, our global presence and relationships in over 100 countries, our unparalleled access to young people and influencers and our creative sparkle.

We work directly with individuals to help them gain the skills, confidence and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

We work with governments and our partners in the education, English language and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world.

We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2022–23 we had meaningful engagement with 111 million people worldwide and reached 600 million people in total.

2 Introduction and Background to the Project / Programme

2.1 English Programmes

Our work in English Programmes supports governments to build sustainable education systems, empowers teachers to improve their practice, and enables learners to access life-changing opportunities. English Programmes has the following impact areas:

- a) TeachingEnglish – Connect with English teachers and teacher educators worldwide and find opportunities, resources, and support for your career through our global online TeachingEnglish community.
- b) English in Education – Through our own expertise and in collaboration with sector experts in the UK, we partner with overseas governments to improve the teaching, learning and assessment of English in their countries.

- c) English and Empowerment – We provide opportunities for individuals in areas where English and other language education can help build resilience, develop agency and voice, and support academic and career goals.

2.2 Background Context (see section 7 for detailed Specification)

The reintroduction of English in primary schools as a compulsory subject is set to be implemented in 2024 by the Government of Indonesia under the Ministry of Education, Culture, Research and Technology (MoECRT)'s 2018 Emancipated curriculum (Kurikulum Merdeka). While the details of the policy roll out and the mechanism are still in development, current expectations are that a three-year (2024-2027) English language teacher professional development programme could be implemented for 180,000 in-service English language teachers across Indonesia.

As a precursor to this, between February and August 2024, British Council Indonesia will be trialling online professional development interventions to a group of 500 in-service primary and secondary teachers (CEFR levels A2 and B1). These interventions will be supported by teacher educators (e-moderators). These current interventions will need to be evaluated, as part of this consultancy, to assess their quality and potential.

This consultancy is due to commence in **March 2024 and conclude by October 2024** (see section 10 for time frame and deliverables).

2.3 Aims and objectives of this Consultancy

To better understand how a national programme of teacher CPD could best be designed and delivered to meet the needs of teachers and the ambition of the MOCERT in order to strengthen the teaching, learning and assessment of English in Indonesia, British Council Indonesia is seeking suitably qualified and experienced consultant(s) to complete the following assignment.

Building on existing available research and insight:

- to describe current CPD provision for primary and secondary English language teachers
- to analyse the professional development needs of primary and secondary English language teachers
- to evaluate the quality and potential of training interventions currently being trialled by British Council Indonesia

And from this:

- To make recommendations that will inform the design, delivery and evaluation of a teacher CPD programme that will contribute to the long-term strengthening of the teaching, learning and assessment of English in Indonesia.

While this needs analysis is being commissioned by British Council Indonesia (in consultation with MoECRT), the findings and recommendations will be made publicly available. It is expected that the outputs and recommendations can form an exemplar of best practice that MoECRT (and other interested

stakeholders) can reference in designing and implementing future CPD interventions for English language teachers in Indonesia.

3 Proposal Conditions and Contractual Requirements

This section of the RFP sets out the British Council's contracting requirements, general policy requirements, and the general conditions relating to this procurement process ("**Procurement Process**").

3.1 Contracting requirements

3.1.1 Contracting authority: the British Council which includes any other companies and organisations that control or are controlled by the British Council from time to time (see: <http://www.britishcouncil.org/organisation/structure/status>).

3.1.2 Delivery location for goods and/or services: Online and offline to British Council Office (Office 8 Building 9th Floor Sudirman Central Business District (SCBD) Lot 28 Jalan Jenderal sudirman kav 52-53, Jl. Senopati Raya No.8B, RT.8/RW.3, Senayan, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12190)

3.1.3 Duration: The contract will be valid for **seven months** between **March to October 2024**.

3.1.4 Contractual terms: As set out at Annex 1 ("**Contract**"). By submitting a Proposal, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment. In the event that the chosen service provider is operating as a Sole Trader or through a Personal Service Company, the British Council retain the right to issue specific contractual terms and conditions, in order to take account of this status. If you plan to submit a bid as a Sole Trader or Personal Service Company please contact to englishprogrammes.id@britishcouncil.or.id copying English Programmes Indonesia team rizki.hassan@britishcouncil.org and dian.pulumahuny@britishcouncil.or.id for a copy of the specific terms. Once the Contract is awarded, there will be no changes allowed to the Contract (except in accordance with the provisions of the Contract). Any clarification questions in relation to any aspect of this Procurement Process and the associated documentation should be submitted in accordance with the process set out in paragraph 12 (*Clarification Requests*). Only changes which relate to the correction of ambiguity or manifest error in relation to the terms of the Contract will be considered and, if necessary, the British Council may, when issuing its response to clarification questions, reissue Annex [1] to reflect such changes. Any proposed amendments received from a potential supplier as part of its Proposal shall entitle the British Council to reject that Proposal and to disqualify that potential supplier from this Procurement Process.

3.2 General Policy Requirements

3.2.1 By submitting a Proposal, you confirm that you will, and that you will ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable British Council policies relevant to the goods and/or services being supplied. All relevant British Council policies that suppliers are expected to comply with can be found on the British Council website (<https://www.britishcouncil.org/organisation/transparency/policies>).

3.3 General Proposal conditions ("Proposal Conditions**")**

3.3.1 Application of these Proposal Conditions – In participating in this Procurement Process and/or by submitting a Proposal it will be implied that you accept and will be bound by all the provisions of this RFP

and its Annexes. Accordingly, Proposals should be made on the basis of and strictly in accordance with the requirements of this RFP.

3.3.2 Third party verifications – Your Proposal is submitted on the basis that you consent to the British Council carrying out all necessary actions to verify the information that you have provided, and the analysis of your Proposal being undertaken by one or more third parties commissioned by the British Council for such purposes.

3.3.3 Information provided to potential suppliers – Information that is supplied as part of this Procurement Process is supplied in good faith. The information contained in the RFP and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue. No liability (save for fraudulent misrepresentation) is accepted for its accuracy, adequacy or completeness and no warranty is given as such.

3.3.4 Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. The clarification process set out in paragraph 12 should be used for any queries in relation to this Procurement Process.

3.3.5 Amendments to the RFP – At any time prior to the Response Deadline, the British Council may amend the RFP and if appropriate, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of Proposal – Any goods and/or services offered should be on the basis of and strictly in accordance with the RFP (including, without limitation, any specification of the British Council's requirements, these Proposal Conditions and the Contract) and all other documents and any clarifications or updates issued by the British Council as part of this Procurement Process.

3.3.7 Compliance with the terms of the Contract – The successful supplier must comply with the Contract as set out in Annex 1 without any amendment (save as described in paragraph 3.1.4).

3.3.8 Format of Proposal – Proposals must comprise the relevant documents as detailed by the British Council in Annex 2 (Supplier Proposal) completed in accordance with relevant all instructions. Any documents requested by the British Council must be completed in full. It is important that you read the RFP carefully before completing and submitting your Proposal.

3.3.9 Modifications to Proposals once submitted – You may modify your Proposal prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a completely new Proposal in accordance with Annex 2 (Supplier Proposal) and these Proposal Conditions.

3.3.10 Disqualification – If you breach these Proposal Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this RFP, and/or in any supporting documents, entitling the British Council to reject a Proposal apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process or fix or set the price for goods or services;
- to enter into an arrangement with any other party that such party shall refrain from submitting a Proposal;

- to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted;
- to collude in any other way;
- to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
- to obtain information from any of the employees, agents or advisors of the British Council concerning this Procurement Process (other than as set out in these Proposal Conditions) or from another potential supplier or another Proposal,

the British Council shall be entitled to reject your Proposal in full and to disqualify you from this Procurement Process. Subject to paragraph 3.3.1 below, by participating in this Procurement Process you accept that the British Council shall have no liability to a disqualified potential supplier in these circumstances.

3.3.11 Proposal costs – You are responsible for obtaining all information necessary for preparation of your Proposal and for all costs and expenses incurred in preparation of the Proposal. Subject paragraph 3.3.15, you accept by your participation in this Procurement Process, including without limitation the submission of a Proposal, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in submitting a Proposal irrespective of whether or not your Proposal is successful.

3.3.12 Rights to cancel or vary this Procurement Process – Nothing in this Procurement Process will bind the British Council to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this RFP, but the British Council reserves the right to terminate, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice in writing. Subject to paragraph 3.3.15, the British will have no liability for any losses, costs or expenses you incur as a result of such actions.

3.3.13 Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Proposal Conditions and the requirements of this RFP.

3.3.14 Liability – Nothing in these Proposal Conditions is intended to exclude or limit the liability of the British Council in relation to fraud or in other circumstances where the British Council's liability may not be limited under any applicable law.

4 Confidentiality and Information Governance

4.1 All information supplied to you by the British Council, including this RFP and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your Proposal) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

4.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a Proposal. There must be

no publicity by you regarding the Procurement Process or the future award of any contract unless the British Council has given express written consent to the relevant communication.

4.3 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your Proposal, to any employee, third party agent, adviser or other third party involved in the Procurement Process in support of, and/or in collaboration with, the British Council. The British Council further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the British Council in accordance with such rights reserved by it under this paragraph.

4.4 The Freedom of Information Act 2000 (“FOIA”), EU General Data Protection Regulation (GDPR) 2015, the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “**Disclosure Obligations**”).

4.5 You should be aware of the British Council’s obligations and responsibilities under the Disclosure Obligations to disclose information held by the British Council. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the British Council under the Disclosure Obligations, unless the British Council decides that one of the statutory exemptions under the FOIA or the EIR applies.

5 Proposal Validity

5.1 Your Proposal must remain open for acceptance by the British Council for a period of sixty days from the Response Deadline. A Proposal not valid for this period may be rejected by the British Council.

6 Payment and Invoicing

6.1 The British Council will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to the British Council must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council Purchase Order number is included.

It is sent electronically via email in PDF format to dian.pulumahuny@britishcouncil.or.id or by post to: British Council Office (Office 8 Building 9th Floor Sudirman Central Business District (SCBD) Lot 28 Jalan Jenderal Sudirman Kav 52-53, Jl. Senopati Raya No.8B, RT.8/RW.3, Senayan, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12190)

7 Specification

British Council Indonesia English Programmes would like to request a research consultancy proposal from a supplier, partnership or consortium which demonstrates both an in depth understanding of Indonesia's education system, ELT landscape and teacher development sector and an excellent understanding of international best practice in ELT, teacher development and system change.

7.1 Overall aim and objectives

To better understand how a national programme of teacher CPD can best be designed and delivered to meet the needs of teachers and the ambition of the MOCERT in order to strengthen the teaching, learning and assessment of English in Indonesia.

Building on existing available research and insight:

- to describe current CPD provision for primary and secondary English language teachers
- to analyse the professional development needs of primary and secondary English language teachers
- to evaluate the quality and potential of training interventions currently being trialled by British Council Indonesia

And from this:

- To make recommendations that will inform the design, delivery and evaluation of a teacher CPD programme that will contribute to the long-term strengthening of the teaching, learning and assessment of English in Indonesia.

While this research is being commissioned by British Council Indonesia (in consultation with MoECRT), the research findings and recommendations will be made publicly available.

7.2 Context

English is currently taught as a compulsory subject in lower secondary (2-3 times x 45 minutes per week) and high school (3-4 x 45 minutes per week). Most private schools teach English from grade 1 and some state primary schools teach English as an optional subject. English was taught as a compulsory subject in primary schools until 2013 starting at grade 4. Since then it has been optional.

The reintroduction of English in primary schools as a compulsory subject is set to be implemented in 2024 under the new 2018 Emancipated curriculum (Kurikulum Merdeka). This reintroduction of English will be undertaken by voluntarily adoption to the school curriculum based on their readiness i.e. teacher's availability and other aspects that will be evaluated through self-assessment by the schools. The details of the policy roll out and the mechanism are still in development, but current expectations are that a three-year (2024-2027) English language teacher professional development programme could be implemented for 180,000 in-service English language teachers across Indonesia.

To expand, between 2024 and 2027, MoECRT are currently considering how best to support teacher professional development by both training primary teachers to support the reintroduction of English in

primary schools while also taking this opportunity to improve the English proficiency and pedagogical skills and knowledge of secondary teachers. This is estimated to impact 180,000 in-service primary and secondary English language teachers. Currently there is no comprehensive data on teachers' proficiency levels. Such interventions may take place with or without the direct involvement of British Council Indonesia.

As a precursor to this, between February and August 2024, British Council Indonesia will be trialling online professional development interventions to a group of 500 in-service primary and secondary teachers (CEFR levels A2 and B1). These interventions will be supported by teacher educators (e-moderators). These current interventions will also need to be evaluated, as part of this consultancy, to assess their quality and potential.

7.3 Existing desk-research

- In 2023, British Council Indonesia commissioned the 'English Teacher Professional Development in Indonesia' Report. Currently, the draft is being finalized [expected February 2024] but it includes the following sections, which can inform this needs analysis assignment:
 - Section 3 – How to become an English teacher [focuses on Initial Teacher Education for pre-service English teachers in Indonesia]
 - Section 4 – How to develop your professional practice as an English teacher [focuses on existing CPD opportunities for in-service English teachers in Indonesia]
- In addition, two research pieces have been conducted by MoECRT's Centre for Education Policy (only available in Indonesian for national team members to review and extract insight)

7.4 Comprehensive needs analysis - areas to be researched

In reviewing current provision and existing research and information gathering exercises (7.3 above) we envisage a focus on the following areas (and canvassing associated stakeholders as part of this needs analysis consultancy to scope key areas, specifically).

- **In-service teacher and teacher educator communities** - including analysis of existing English proficiency data; sampling of language teaching pedagogical skills, knowledge and confidence, demographic data (age, gender, disability, regionality), opportunities and incentives for in-service CPD participation and any barriers or challenges identified to participation e.g. workload, motivation, etc.
- **System readiness** - including current system for the provision of in-service (and to a limited extent, pre-service) English language teacher education and professional development by MoECRT and regional training centre (e.g. Balai Besar Guru Penggerak and Balai Guru Penggerak) and local stakeholders. In addition, reference MoECRT's ambition and strategic direction for CPD, levels of appetite and enthusiasm for change amongst school leaders and administrators; readiness of teacher education systems and personnel; curriculum, resources, and assessments systems.

- **Equity** - Given the huge geographic spread, rural-urban differences and socio-economic variance across Indonesia we will explore how wider inequalities can be overcome to ensure equitable implementation of the programme. Also consider attitudes of parents and other community groups towards English language teaching, learning and assessment.
- **Gender** - Indonesia's gender inequality index is amongst the highest for ASEAN. Given that 70% of Indonesia's primary teachers are women, a gender analysis will ensure women who may have additional caring responsibilities can participate and succeed on any CPD programme.
- **Online connectivity** - Given the importance of online delivery to any CPD programme models, the needs analysis will document variability in connectivity; hardware and software requirements and levels of digital literacy across schools and the in-service teaching community.

- In addition to the above, between February and August 2024, British Council Indonesia will be trialling online professional development interventions to a group of 500 in-service primary and secondary teachers. These interventions will be supported by teacher educators (e-moderators). These trial interventions will also need to be evaluated, as part of this consultancy, to assess their effectiveness.
- Assessment tools used for monitoring – e.g. language proficiency baseline (MoECRT used English Score to assess), and endline (TBC), teacher pedagogy and confidence (adapted from British Council *Teaching for Success* Self-assessment tool for baseline and endline self-reporting).

Following the above activities, the consultant(s) are to make recommendations that will inform the design, delivery and evaluation of a teacher CPD programme that will contribute to the long-term strengthening of the teaching, learning and assessment of English in Indonesia.

- Learning pathways – outline a range of CPD models that could work in the Indonesian context to support teacher needs and wants and deliver systemic change
- Effective monitoring, evaluation and learning

7.5 Methodology and tools

The appointed consultants will be expected to not only conduct desk research but also visit government schools, teacher education and development institutions, observe English lessons and conduct focus groups discussions with key stakeholders including students, teachers, teacher educators, principals and administrators. Based on the supplier response, an inception report confirming the approach and methods to be used, and the rationale underpinning it, will be expected to be developed and submitted by 31 March 2024.

- Scoping interviews
- Desk-based research
- Questionnaires and surveys
- Classroom Observations

- Interviews and focus group discussions with key stakeholders
- Focus group discussions with key stakeholders
- Assessment – analyse English language proficiency (and any other) assessments that are available from MoECRT

7.6 Outputs/deliverables

- End of March 2024 – Inception: confirming the approach and methods to be used for the needs analysis consultancy assignment
- End of May 2024 – Desk review progress report: reporting initial findings from desk-research to date including current provision, context, needs, MoECRT ambitions, etc.
- Early August 2024 – M&E report: outlining the initial findings from the assessment of the British Council Indonesia trial interventions (Feb-August 2024)
- End of September 2024 - Final report with recommendations: summarising the findings (current versus desired provision, British Council trial evaluation, possible CPD interventions) and recommendations for future CPD interventions in the form of programme design options for consideration
- TBC - Dissemination activities

The selected expert(s)/consultancy team is expected to report to the British Council English Programmes Indonesia team at key milestones to be agreed as part of the Inception stage.

7.7. Qualification Requirements

- 7.7.1. As part of your tender response, you must provide all information required in the Supplier Proposal (Annex 2). A failure to submit all information shall entitle the British Council to reject a tender response in full.
- 7.7.2. This Request for Proposal is open to International/UK and/or Indonesian organisations specialising in research and consultation within the ELT sector. It is envisaged that the assignment will be undertaken by a team of national and international experts, suitably qualified and experienced not only in Indonesian’s education system, ELT landscape and the teacher development sector but also best practice in ELT more broadly, which meet the following criteria:
- Minimum of 5 years of experience in developing and delivering research and consultations
 - Preferably have a team which consist of national and international experts
 - Good organisation and communication skills
 - Good project management skills to ensure smooth delivery

7.8. Budget

The anticipated budget ceiling for this consultancy is £45,000 (inclusive VAT if applicable) and Annex 2 (supplier proposal) and Annex 3 (pricing approach) should be used to detail the number of input days required for key stage activities and the associate budget requirements.

8 Mandatory Requirements / Constraints

8.1 As part of your Proposal, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in the British Council's specification forming part of this RFP. Failure to comply with any mandatory requirements or constraints shall entitle the British Council to reject a Proposal.

9 Key background documents

9.1 Further relevant background documents / information may be provided to potential suppliers as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Please view list of Annexes at the end of this document.

10 Timeframe

10.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Proposal Conditions, the intended timescales applicable to this Procurement Process are:

Activity	Date / time
RFP Issued to bidding suppliers	1 February 2024
Deadline for clarification questions (Clarification Deadline)	5 February 2024
British Council to respond to clarification questions and an optional briefing session	7 February 2024
Deadline for submission of Proposals by potential suppliers (Response Deadline)	18 February 2024
Final Decision	23 February 2024
Contract concluded with winning supplier	1 March 2024
Contract start date	4 March 2024

11 Instructions for Responding

11.1 The documents that must be submitted to form your Proposal are listed at Part 2 (Submission Checklist) of Annex 2 (Supplier Proposal) to this RFP. All documents required as part of your Proposal should be submitted to englishprogrammes.id@britishcouncil.or.id copying English Programmes Indonesia team rizki.hassan@britishcouncil.org and dian.pulumahuny@britishcouncil.or.id by the Response Deadline, as set out in the Timescales section of this RFP.

11.2 The following requirements should be complied with when submitting your Proposal in response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late Proposals may be rejected by the British Council.

- Do not submit any additional supporting documentation with your Proposal except where specifically requested to do so. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the British Council).
- All attachments/supporting documentation should be provided separately to your main Proposal document, clearly labelled and cross-referenced to the Proposal as relevant.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your Proposal.
- Unless otherwise stated as part of this RFP or its Annexes, all Proposals should be in the format of the relevant British Council requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as 'or equivalent' you must demonstrate such equivalence as part of your Proposal.
- Any deliberate alteration of a British Council requirement as part of your Proposal will invalidate your Proposal to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Your Proposal to the RFP requirements and pricing will be incorporated into the Contract, as appropriate.

12 Clarification Requests

12.1 All clarification requests should be submitted to englishprogrammes.id@britishcouncil.or.id copying English Programmes Indonesia team rizki.hassan@britishcouncil.org and dian.pulumahuny@britishcouncil.or.id by the Clarification Deadline, as set out in the Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests and will respond if the question is appropriate and received before the Clarification Deadline.

12.2 Any clarification requests should clearly reference the appropriate paragraph in the RFP documentation and, to the extent possible, should be aggregated rather than sent individually.

12.3 The British Council reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the British Council considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the British Council responding to all potential suppliers.

12.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their Proposal or other information they may have provided. Should you not provide supplementary information or clarifications to the British Council by any deadline notified to you, your Proposal may be rejected in full and you may be disqualified from this Procurement Process.

13 Evaluation Criteria

13.1 You will have your Proposal evaluated as set out below:

Stage 1: Proposals will be checked to ensure that they have been completed correctly and all necessary information has been provided. Responses correctly completed with all relevant information being provided and all mandatory requirements as outlined in Section 8 met will proceed to Stage 2. Any Proposal not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a Proposal is rejected at this point it will automatically be disqualified and will not be further evaluated. ↓

Stage 2: If a bidder succeeds in passing Stages 1 of the evaluation, then it will have its Proposal evaluated in accordance with the evaluation methodology set out below.

13.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantageous proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Social Value	10%
Expertise and Experience	35%
Methodology and Approach	35%
Commercial	20%

13.3 Scoring Model – Proposals will be subject to an initial review at the start of Stage 2 of the evaluation process. Any Proposals not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Proposals not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria other than Commercial using the following scoring model:

Points	Interpretation
10	Excellent – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the evidence requested with the level of detail requested. This, therefore, is a detailed, excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	Good – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidder's failure to provide all information at the level of detail requested.

5	Adequate – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.
3	Poor – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	Unacceptable – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

13.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex 3 (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation, further information on this approach may be available in Annex 3. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the British Council as part of the pricing approach, the British Council may reject the full Proposal at this point. The British Council may also reject any Proposal where the Overall Price for the goods and/or services is considered by the British Council to be abnormally low following the relevant processes set out under the procurement rules. A maximum offer score of 10 will be awarded to the Proposal offering the lowest “Overall Price”. Other Proposals will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

13.5 Moderation and application of weightings – The evaluation panel appointed for this Procurement Process will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall Proposal score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

13.6 The Winning Proposal(s) - when applying the above evaluation methodology, which is also supported by any required verification evidence (to include, without limitation, any updated information)] obtained by the Authority relating to any self-certification or other requirements referred to at any time in this Procurement Process.

List of Annexes forming part of this RFP (issued as separate documents):

Annex 1 – Terms and Conditions of Contract

Annex 2 – Supplier Response

Annex 3 – Pricing Approach